

Guide for Lapidary Club Instructors Who Teach GVR Classes

The Lapidary Club provides classes to GVR that are included in the GVR Course Catalogs. They are open to any GVR card-holding resident. Our classes are labeled either Beginning Level or Intermediate Level. Beginning Level classes do not require club membership. Registration and payment of GVR course fees are made through GVR. Materials fees are paid to the instructor on the first day of class.

Here Is the Life Cycle for Classes and Teachers' Responsibilities

There are 3 GVR class seasons:

- Summer – May through September
- Fall – October through December
- Winter – January through April

Teachers' Input – When and What to Create GVR Courses

December 1 for SUMMER information
March 1 for FALL information
May 1 for WINTER information

Class information must be given to GVR well in advance of the seasons. The Club Registrar will reach out to all current teachers via email on approximately these dates to ask if they would still like to teach in a future season. If they agree to volunteer again, a request will be made for their preferred class dates, times, and updated class descriptions to create the GVR course proposals. A timely response is imperative.

With the request for class information, the instructors will receive the current *Instructor Budget Spreadsheet.pdf* to review the materials needed per student for each class. They will find their classes in the list and respond to the Club Purchasing Agent ASAP to adjust or approve the materials list. This step is vital for the Registrar to submit the course proposals with their correct fees to GVR on time.

Start of Class Season

The Club Registrar will contact instructors a month before each season to get final class materials information. All will receive the current *Instructor Budget Spreadsheet.pdf* for review. They will contact the Club Purchasing Agent if additional materials need to be ordered. Although a small amount of adjustment can be accommodated, instructors should try to stick to their original class material requests that were submitted for a particular session.

Note: Instructors should request supplies for all their classes for the entire year at one time, if possible. Orders will be batched and delivered 2-3 weeks before each season. Resources should be shared among teachers. If materials are needed from the Findings cabinet, the Club Purchasing Agent needs to be notified. Findings and teacher supplies are different supply sources.

During Class Season

GVR will email instructors their roster and attendance sheet 2 days before the start of their class. The roster will provide phone numbers and email addresses for all the enrollees. The club would like teachers to reach out to the students by phone or email to remind them of the upcoming class.

Teachers can review all their upcoming classes in a season by using the printed catalog or the Active Net system which GVR uses for course registration. On-line Active Net has the most accurate listing of classes, especially if there has been a schedule change. Unfortunately, Active Net is a clumsy program to navigate. "View Bookings" under the Instructors dropdown is helpful and is the only recommended feature to use. Login with the teacher login name LAPIDARY and the password Rocking88 at the Active Net Portal at gvrec.org/activities/gvr-discover/instructor-corner.

All club classes are listed in the calendar on the club website at gvrlapidaryclub.org. They will appear there shortly after classes are confirmed since the Registrar uses the calendar as a planning tool. This means that the calendar reflects current classes as well as ones in the future season. Teachers can use the calendar to remind themselves of their volunteer commitments.

Preparing for Class and Class Start

Use club printers to print your class handouts. There are B/W printer/copiers at Desert Hills and West, and a color one at East. Gather your supplies, several membership forms, evaluation forms, a payment Receipts Envelope, and a sales book.

On the day of class, material fees from each student, and possibly club membership fees, will need to be collected from the enrollees. Instructions for payment handling is outlined in the document found under the Instructors tab on the club website, [Payment Procedures for Instructors 20221018.pdf](#). After class, log the Receipts Envelope total in the Shift Logbook at the shop's main desk and leave the completed envelope with the monitor or put it in the cash drawer/safe after 4 PM.

Class Evaluation Form

Please ask your students to fill-in an evaluation form. You can find them under the Instructors tab on the club website entitled [Class Evaluation form 20221023.pdf](#).

New Members

Membership should be encouraged once the class is completed since only club members can use the club equipment independently. Offer the availability of helpful monitors at each center and note dates of future free open workshops that are listed on the club website calendar. Have membership forms on hand and accept dues payment, or have the students take the form and return it with payment to any of our three Lapidary centers.

Lapidary Club Website: gvrlapidaryclub.org

Current Club Registrar: Gabi Accatino, consult club directory for contact information

Current Club Procurement Agent: Suzy Russell, consult club directory for contact information

Current Club Education Committee Chair: Arlene Woods, consult club directory for contact information